



Contra Costa County

Position Adjustment Resolution (PAR) Form

This form is to be completed for midyear Position Adjustment Requests, for consideration outside the County's annual budget development process, per Administrative Bulletin No. 400 Section IV.C.

I. DEPARTMENT REQUEST

Agency and Dept Name: CCA05 Human Resources

Dept No(s). Various Org No(s). Various

Action Type: Reassign

Net FTE Change: 3.00

Proposed Effective Date: 07/01/2025

Action Requested:

To request reassignment of two (2) Training and Staff Development Specialist (APSG) (Local 21) positions (PCN#13926 and one vacant) and one (1) Clerk - Senior Level (JWXC) (Local 2700) position (PCN#13999) from Health Services-Hospital Enterprise (DEPT 0540/COST CENTER 6547) to Human Resources (DEPT 0035/COST CENTER 1351). Transfer expenditure authority from Health Services to Human Resources.

FY 2025-2026 BDA-25-00092 \$580,000.00

Use an additional sheet for further explanation or comments.

Fiscal Impact:

Cost is within Department's Budget: ☒ Yes ☐ No

Total One-Time Cost:

Total Annual Cost: \$ 580,000.00

Total this FY: \$ 580,000.00

Net County Cost: \$ 580,000.00

NCC this FY: \$ 580,000.00

Source of Funding: Hospital Enterprise Fund

II. COUNTY ADMINISTRATOR REVIEW

PAR No. 26482

Comments:

Released to HR for further study/review

Gina Yetner

07/22/2025

(for) Department Head

Date

Chrystine Robbins, Sr. Analyst

07/29/2025

(for) County Administrator

Date

III. HUMAN RESOURCES (HR) REVIEW/RECOMMENDATION

(for) Director of Human Resources: _____

Date: _____

IV. COUNTY ADMINISTRATOR APPROVAL

Approve HR Department Recommendation(s): ☒ Yes ☐ No ☐ N/A

If No or N/A, CAO Recommendation(s):

BOS Approval Required: ☒ Yes ☐ No

Effective: ☒ Day following Board Approval

☐ Date: _____

Jason Chan

(for) County Administrator

08/07/2025

Date

V. BOARD OF SUPERVISORS ACTION

Adjustment Resolution: ☒ ADOPTED ☐ OTHER ACTION: _____

Monica Nino, Clerk of the Board of Supervisors
and County Administrator

By: _____

Date: 8-12-2025